



# Create an Account (Without PIN) TUTORIAL



Virginia Alcoholic Beverage  
Control Authority

## INSTRUCTIONS

For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

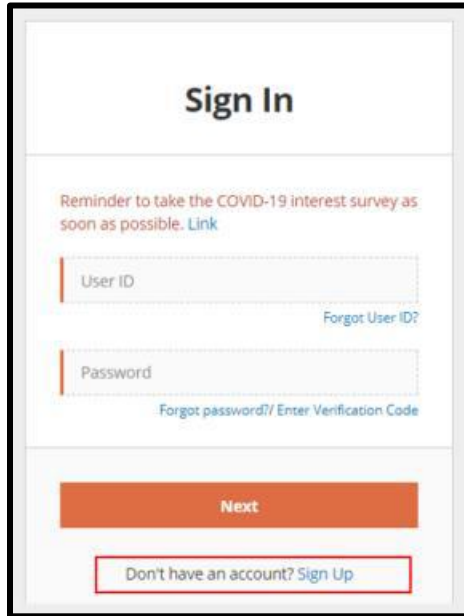
To create a new account, log in to <https://www.abc.virginia.gov>, select “Licenses”, “VAL System”, “Onboarding”, Under New Licensees click on “VAL Login”

1. From the Login Screen, click [Sign Up](#).
2. Fill in the information to [create your account](#). Click **Submit**.
3. Review your Information to [validate Account](#). Click **Register**.
4. You will be prompted to [sign-in](#) to your Account.
5. The first time you enter the system, it will prompt you to [enter your contact information](#) on the Contact Information page. Enter the **required fields**.
6. Click [Add Additional Contact Address](#). Enter the **required fields**. Click **Save and Close**. Review and Click **Save**.
7. This is the only time you will have to do this unless you need to add or change your information.

## END OF WRITTEN INSTRUCTIONS

## SCREEN HELP

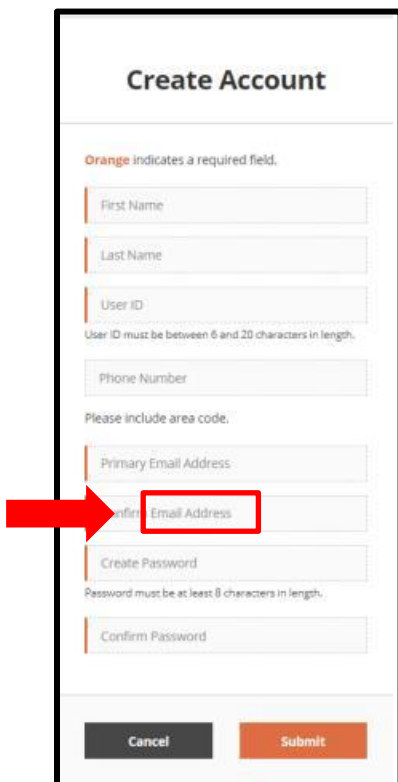
### Sign-Up



The image shows a 'Sign In' screen. At the top, the title 'Sign In' is centered. Below it, a reminder message states: 'Reminder to take the COVID-19 interest survey as soon as possible. [Link](#)'. There are two input fields: 'User ID' and 'Password'. To the right of the 'User ID' field is a link 'Forgot User ID?'. To the right of the 'Password' field is a link 'Forgot password?/ Enter Verification Code'. Below the input fields is an orange 'Next' button. At the bottom, there is a link 'Don't have an account? Sign Up' which is highlighted with a red rectangle.

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### Create an Account



The image shows a 'Create Account' screen. At the top, the title 'Create Account' is centered. Below it, a note states: 'Orange indicates a required field.' There are several input fields: 'First Name', 'Last Name', 'User ID', 'Phone Number', 'Primary Email Address', 'Email Address', 'Create Password', and 'Confirm Password'. The 'Email Address' field is highlighted with a red rectangle, and a red arrow points to it from the left. Below the input fields, there is a note: 'User ID must be between 6 and 20 characters in length.' and another note: 'Please include area code.' and a third note: 'Password must be at least 8 characters in length.' At the bottom, there are two buttons: 'Cancel' and 'Submit'.

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## Validate Account

### Validate Account

Disclaimer: Unauthorized attempts to modify any information stored on this system, to defeat or circumvent security features or to utilize this system for other than its intended purposes are prohibited and may result in criminal prosecution.

**First Name**

**Last Name**

**Email**

**User ID**

**Phone Number**

Please include area code.

By clicking Register, you confirm that the information you entered is correct and you agree to the disclaimer above.

BackRegister

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## Sign In

### Sign In

✓ Your registration is complete. You can now log in using your User ID 'sonnyjohnson'

Reminder to take the COVID-19 interest survey as soon as possible. [Link](#)

**User ID**

[Forgot User ID?](#)

**Password**

[Forgot password?/ Enter Verification Code](#)

Next

Don't have an account? [Sign Up](#)

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## Contact Information

**Manage Your Account**  
**View Contact Detail**

Validate and update your contact information at this page.

Please complete required information and add a contact mailing address.  
When completing future applications, you may select this contact as a contact for the application.

### Contact Information

Individual/Organization:

Individual

Organization Name:

FEIN:

Primary Phone:

DBA/Trade Name:

Secondary Phone:

First: Sony

Last: Johnson

SSN:

Personal Phone:

E-mail: sanny@gmail.com

Driver's License Number:

Driver's License State:

State ID Number:

State:

Birth Date: MM/DD/YYYY

Gender: ☐ Female ☐ Male

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

Save

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## Add Additional Contact Address

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

Save

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### Contact Mailing Address Information

\*Address Type:  
--Select--

\*Street #:      Direction: --Select--      \*Street Name:      \*Street Type: --Select--      Suffix Direction: --Select--

Unit # (start):      Unit # (end):      Unit Type: --Select--

\*City:      \*State: --Select--      \*ZIP Code:

Country/Region:  
United States

International Address

International Address 2:

International Address 3:

[Save and Close](#)    [Save and Add Another](#)    [Clear](#)    [Discard Changes](#)

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